

APPROVED

**Town of Brentwood
Budget Committee Hearing
Minutes of December 19, 2011**

Present: Elyse Seeley (Chair), Bill Faria, Krista Steger, Bob Mantegari, Malcolm Allison, John Lyon, Dianne Vosgien (School Board Representative), Jane Byrne (for Select Board).

Public present: Ken Christiansen, Crystal Buswell, Donna Benshemer, Kathy Desmarais (BTA); Mary Johnson (BTA), Joan Ostrowski, SAU 16.

Chairperson Elyse Seeley called the meeting to order at 7:04 pm.

1. Motion to approve the draft minutes from December 5, 2011. Bob/Krista, approved, 7-0, 1 Abstention (Jane).
2. Motion to amend Budcom By-Laws with clause to allow for electronic attendance, Malcolm/Diane. Malcolm reported that RSA 91:2:111 allows members with excused absences to attend meetings and vote electronically. Approved 7-0, 1 abstention (Jane). Malcolm to forward clause wording to Elyse by email, and she will make the change to the By-Laws and provide to all appropriate areas.
3. Swasey School Budget
 - a. Diane provided a revised copy of the Swasey School operating budget with a \$6907 increase (new costs proposed are raises to instructional aides, other aides and support staff; 1% Principal raise, \$21,328 in fica/retirement). Answers to some of the questions we had previously:
 - i. Steps for teachers not included in budget but includes raises for moving to higher educational levels (two staff members); it does include 1% raise for support staff.
 - ii. New nurse's base salary is \$49,310 plus 4 summer days, for total of \$50,376.
 - iii. Plant operation numbers were detailed by Dick Wendell, to include actual LP costs and grounds increase (which was a correction for actual expenses) and salary line increases.
 - iv. It was reported that there are no additional expenses for the preschool. On-site personnel are used, and any students not identified as Spec Ed pay tuition which offsets material expenses. There is no teacher, and it uses the empty half day kindergarten classroom.
 - v. Total teaching staff includes 328 FTE, 10 Masters, 12 Step 10, and 10.8 not at top step. There are no retirements announced as of

Dec 19 (need to announce by Dec 1 to obtain benefits in same year). A new position of Curriculum Coordinator is requested and is included in the teacher salary line at approximately \$60,000.

- vi. Updated financial statement for 2011 was provided as part of this revised operating budget.

A question regarding Rosetta Stone language program was raised as to why that costs has risen dramatically and it is because the first year was funded by grant money, and this year licensing fees have to be paid to continue the program.

Additional discussion was centered around the costs of the new teacher contract. It was reported that year one (2012-2013) would add \$53,815. And year two (2013-2014) would add an additional \$57,119. There was additional discussion on the costs of the health plan costs, which break down as 80/20, the teachers pay 20% of health plan costs.

Discussion: suggestion made to make the Curriculum Coordinator position request a separate warrant article. School Board will discuss this at their next meeting and Diane will report back to Budcom on that suggestion.

Revised operating budget is an increase of 1.5% in new operating costs (before Debt Service). School contract (estimated \$53,815) is an additional 1.06% increase in next year's budget. Total on school proposed budget increase: 2.56%

4. Coop Budget Status

Elyse advised that Cooperative Budget Committee approved a new Technology Plan for SAU 16. Although it is a good plan, not the best time to expend the amount of money that will be needed. Approximately \$250,000 in the first year and more in the out years to upgrade infrastructure, provide laptops, tablets etc for teachers and students to ensure we are providing our students up to date technological instruction. Elyse will provide members a copy of the plan electronically.

Also, the SAU needs a new High School FTE and an FTE for the Technology Plan implementation as well. These will be costs associated with the SAU 16 operating budget to be presented at the Deliberative Session in early 2012.

5. Town Budgets for Consideration

- a. **Finance, 4150-09**, Motion to Discuss, Bob/Malcolm. This was reopened due to additional expense of \$2,500 to fund the Trust fund management fees. Additional increase approved by the Select Board was an increase of salary of 6.4% total. This includes additional hours (4.4%, and a 3% merit increase.) Motion to approve \$53,328 (less the salary increase) Bob/John, failed 2-5-1. Motion to approve \$53,969 (with salary increases), approved 5-2-1.

Further discussion clarified that we have now approved a salary increase beyond what we stated early in the budget cycle of increase not to exceed

2%. Elyse advised anyone can request a reopening of any of the budgets we have approved.

- b. **Highway, 4312-21 & 4312-22**, Motion to approve \$364,397, Bob/Malcolm (This includes seasonal wage increases for added hours, and a 2% increase in salary line, less \$1335 approved by Select Board.) approved 5-2-1.
- c. **Ambulance, 4215-18**, Motion to approve \$108,403, Bob/Malcolm (This includes expenses for training and equipment, as ambulance revenues allow and does not include an increase unless the revenues are available from the ambulance revolving fund) , approved 7-1
- d. **Fire Department, 4220-19**, Motion to discuss Bob/Diane. Requested amount includes a change to Chief's payment from stipend to hourly wage, and to increase hours from 9 to 24 hours, which increase requested amount by 15,084. Select Board approved lesser amount than requested. Motion to Approve Select Board approved in amount of \$270,548, Bob/John, approved, 7-1
- e. **Street Lighting, 4316-23**, Motion to approve in amount of \$444, Bob/Krista, approved 8-0
- f. **Conservation Commission, 4611-50**, Motion to approve in amount of \$8,097, Malcolm/Bob. (This includes a replenishment of the annual appropriation which was deferred last year) Approved, 6-2.
- g. **Finance, 4150-09, Motion to reopen**, Bob/Bill. Discussion of this budget revolved around Select Board request to increase salary with a merit raise of 3%. This is not what Budcom has adhered to with other budgets and has nothing to do with merit but rather with a desire to hold the line on 2% increases in all departments. Motion to approve in amount of \$53,328 (salary increase limited to 2% but increased hours), Bob/John, approved 4-3-1.
- h. Other issues, no warrant articles are expected at this time. Will request Karen to provide the Budcom approved budgets. There is approximately a .5% difference with the Select Board's higher numbers.

6. Other Business

- Bill requested that we decide which papers to publish our notice for the Public hearing in February. He suggested Exeter Newsletter, Carriage Town News, and the Brentwood Newsletter. All agreed this would be enough notice and what we have done in the past. Bill also advised this may cost approximately \$45 per notice in the two newspapers. Brentwood would be no cost. Bill will request the notices with Karen later this week.

Public Comments

- Ken Christiansen asked if there is a time requirement for publishing draft meeting minutes. He advised he has not been able to view the minutes from December 5, which were approved at tonight's meeting. Elyse

advised that when approved, minutes are available on the Budcom web page. The drafts are available by request within days. Ken further asked why would Budcom go into non-public session: he cannot envision what reasons would require that. Bill responded that any discussion of personnel issues would be one instance. Ken challenged that Budcom would not have any personnel issues. Elyse responded that there are a number of reasons listed in the RSA's and, Budcom, like any other legal entity is required to follow those rules in any instance we might need to go into non-public sessions. Rules not available at the time but she can provide those rules to Ken if necessary, or he can look them up in the NH statutes re: non-public.

Our next meeting is scheduled for Monday January 9, 2012, at 7 pm

Motion to adjourn at 8:31, Jane/Diane 8-0.

Minutes respectfully submitted by

William C Faria